



MEMORANDUM

Date: July 22, 2026

To: Bill Taylor, Procurement Manager

From: LeAnne Rodriguez, Operations Manager CSD

Subject: Justification for Late Submission of Amendment No. 1 – New Mexico State Police Agreement No. 2026-0252-CSD

I am requesting approval to process Amendment No. 1 to the MOU between Santa Fe County and the New Mexico State Police for DWI Enforcement activities in FY2027.

The late submission is due to an oversight regarding the contract term; it was not realized that the current agreement term expires on June 30, 2026.

This oversight was identified during the department's preparation for Fiscal Year 2027, specifically during the establishment of Internal Purchase Requisitions (IPRs) and the review of contracts to be continued into the new fiscal year. Upon discovering that the agreement term was near expiration, we immediately began preparing Amendment No.1 to ensure continuity of services and funding.

The proposed amendment will increase compensation by \$15,000 and extend the agreement term through June 30, 2027. No changes are being made to the scope of work, and the contractor has agreed to the amendment's terms.

I respectfully request approval to process this amendment despite the missed submission deadline to avoid service interruptions and to ensure the continued partnership between Santa Fe County and the New Mexico State Police.